

Editors' Association of Canada
Association canadienne des réviseurs

National Executive Council
Meeting Minutes

Zoom
November 21, 2021



EDITORS
RÉVISEURS
CANADA

Contents

- 1. Call to order..... 4
- 2. Approval of agenda..... 4
- 3. Dictionary project (Greg Ioannou attending) 4
- 4. Kingston twig (Stephanie Stone attending) 6
- 5. Review of outstanding action items from previous meetings (Appendix B)..... 6
- 6. Break 6
- 7. Reports and requests 6
 - a. Director reports (Appendix C) 6
 - b. Committee/task force reports (Appendix D) 6
- 8. Implementing the equity, diversity, and inclusion (EDI) task force recommendations 7
 - a. Implementation spreadsheet 7
 - b. Discussion on ideas for starting implementation 7
- 9. Update on ongoing projects (4:10 to 4:40)..... 8
 - a. Publishing committee Kaitlin 8
 - b. Insurance task force 8
 - c. Member services/Volunteer management committees..... 8
 - d. Certification 8
 - e. Webinars/Training and Development committee 9
 - f. Career Builder committee 9
 - g. Student Relations committee 9
 - h. Website task force 9
 - i. MarComm committee..... 9
 - j. Mentorship committee..... 9
- 10. Branches and twigs 9

11.	Conference.....	9
12.	Next meeting	10
	a. January 2022 (date TBD).....	10
	b. Q1 reports will be due at the March meeting (date TBD)	10
13.	Adjournment.....	10
	a. In camera sessions.....	10
	Appendix A –Agenda.....	11
	Appendix B–Action items.....	12
	Appendix C–Director Reports.....	16
	Appendix D–Committee and Task Force Reports.....	30
	Appendix E–Online Motions	52

PRESENT:

NATIONAL EXECUTIVE COMMITTEE

Heather Buzila	President
Maria Frank	Vice-President
Breanne MacDonald	Treasurer
Marcia Allyn Luke	Secretary
Suzanne Bowness	Director, Communications
Anne Godlewski	Director, Branches and Twigs
Błażej Szpakowicz	Director, Training and Development
Kaitlin Littlechild	Director, Publications
Arija Berzitis	Director, Professional Standards
Leah Morrigan	Director, Volunteer Relations

OTHERS

Natasha Bood	Executive Director
Nicole Watkins Campbell	Volunteer Recording Secretary

1. Call to order

Heather Buzila called the meeting to order at 2:03 p.m. ET

2. Approval of agenda

MOVED BY Błażej Szpakowicz

SECONDED BY Arija Berzitis

that the agenda be approved.

Carried

3. Dictionary project (Greg Ioannou attending)

MOVED BY Heather Buzila

SECONDED BY Błażej Szpakowicz

to give Greg Ioannou voice in the meeting

Carried

Greg Ioannou is a cofounder of Editors Canada and has been president four times. He discussed some of the recent developments in Canadian dictionaries, notably that the most recent versions are from 2004.

NEC went out of camera for this discussion.

4. Budget update

Treasurer Breanne MacDonald reported that the budget has \$800 in profit. The conference is likely to be a hybrid online—in-person event. It could be more expensive than planned and may only break even.

The Editors Canada website is at the end of life at end of November. It will cost \$25,000 to update the site, and that amount is not currently in the budget. The treasurer is aiming for Editors Canada to break even at the end of the fiscal year, not to make a profit.

Editors Canada received loan to help with costs related to the pandemic. Some money can be allocated for the website project. The association is looking for a grant.

The Certification committee is launching the Foundations test online and has offered a cautious cost estimate. The original budget included costs for in-person NEC meetings, which have been removed from the budget. Virtual meetings seem to be working. Certification committee asked for money for in-person meetings, but will actually meet online. Branches and twigs used to get part of membership fees from members from their areas. This generated more revenue than they could use, so NEC now gives them lump sums for the year. It's too soon to know how well this works because meetings were a major expense for branches and twigs, and those don't take place as they once did.

Executive Director Natasha Bood added the Editors Canada has a part-time French webinar coordinator. We will want her to continue on, but the budget does not yet allow for that expense. If Editors Canada gets funding for the Agrément exam, that grant will help pay for the French webinar coordinator.

MOVED BY Breanne MacDonald
SECONDED BY Marcia Allyn Luke

that NEC directors approve the draft budget for 2022.

Carried

MOVED BY Breanne MacDonald
SECONDED BY Błażej Szpakowicz

that the membership fees be increased by 2% as of March 1, 2022 to \$304 for regular members (\$577.50 for 2 years), \$152 for emeritus members, and \$57 for student affiliates. The transitional fees will be maintained at \$57 for students, \$100 for Transitional Year One, and \$200 for Transitional Year Two.

Student affiliates transition from being a full-time student to working full time. They have two years to do that.

Carried. 8 in favour.

5. Kingston twig (Stephanie Stone attending)

MOVED BY Heather Buzila

SECONDED BY Anne Godlewski

giving Stephanie Stone voice in the meeting.

Carried

Anne Godlewski chaired this part of the meeting. She introduced Stephanie and invited NEC directors to introduce themselves.

The Kingston twig has 20 members. They had an in-person meet and greet in September in a park, and they're planning a social in December in a restaurant. They will have a panel on editing in STEM in the new year. They have topics organized for the year, although participation has been low. Stephanie Stone has been encouraging members to contact each other directly. They will be looking for a new coordinator at their AGM this year.

6. Review of outstanding action items from previous meetings (Appendix B)

Secretary Marcia Allyn Luke reviewed the current action item that needed to be updated.

Action

Heather Buzila and Marcia Allyn Luke to review on-hold action items to remove old items.

7. Break

8. Reports and requests

a. Director reports (Appendix C)

b. Committee/task force reports (Appendix D)

Recording secretary Nicole Watkins Campbell is stepping down. NEC is looking for a replacement for the January 9, 2022 meeting. Marcia has heard from one person, and will talk with them. Anne Godlewski also knows someone who might be appropriate. Michelle Ou can also email members to see if someone is interested. The recording secretary must be an Editors Canada member.

In reports, Heather Buzila has seen references to the EDI task force reconvening. Task forces are temporary working groups; once they have completed their mandated task, they disband. They can recommend creating a standing committee. The EDI task force felt that there was no need for an ongoing committee or to reconvene the task force. Editors Canada has an equity advisor—Adebe DeRango-Adem.

Francophone Adviser

The budget approved by the NEC for the 2^e Congrès des langagiers et langagières was for expenses of approximately \$10,000 and revenues of \$15,620 for an expected surplus of \$5,620. The actual expenses to date are approximately \$6,000 and the revenues are \$15,100. The surplus generated by the event is about \$9,100.

Conference Committee

PheedLoop will need to be renewed in December.

One branch chair said that members continue to complain about needing to pay an additional fee for a listing in the Online Directory of Editors; members wish this were a benefit of membership, especially given the high cost of membership. The new website might be quite different and the cost might be different. As well, the committee is looking at options to make the ODE much more robust for members. The ODE payments bring in \$40,000/year, and that would be to be made up.

Editors Canada cannot pay for volunteer work. However, the idea of paying for blog post writers is similar to paying webinar speakers, and is worth considering. When Editors Canada does pay for writing, it should have a process in place for choosing people who write the posts (similar to the process we use to select webinar presenters). Funds to pay blog post writers could come from the MarComm budget. Writers will keep their copyright, and can use their work to promote their services. Editors Canada has hundreds of volunteers; offering discounted membership to everyone who volunteers would ruin the association. Paying volunteers who have voting power creates a conflict of interest.

As mentioned in the Q3 report, the Certification committee had an unforeseen expenditure of \$4,000 for Uxpertise this year. On the bright side, by not using Uxpertise for the exams in November, we will save on per-user fees. We are also saving on venue rentals, by offering the exam remote only (via ProProfs and Google Drive). Other than that, our spending so far is as follows:

- Honoraria: \$6,000
- Graphic design: \$1,000
- ProProfs: \$1,000
- Auditor: \$1,000

9. Implementing the equity, diversity, and inclusion (EDI) task force recommendations

a. Implementation spreadsheet

b. Discussion on ideas for starting implementation

Vice-President Maria Frank reported that some EDI task force recommendations have not yet been assigned; some are on hold. NEC directors should update any activities on the spreadsheet.

10. Update on ongoing projects

a. Publishing committee Kaitlin

Editing Like a Pro structural editing: work to update this publication is picking up again. The committee is looking for certified writers and reviewers. A diversity handbook is also in the works. Committee might interview people for their expertise and write the handbook that way.

b. Insurance task force

The task force is still working to define a useful and appropriate level of coverage and premium for such a diverse group. The Writer's Coalition and the Ontario Nonprofit Network might be organizations providing this kind of insurance.

c. Member services/Volunteer management committees

Members have been showing some interest in a members' email listserv, or a new platform for discussions, like Slack or Facebook or Google Groups.

The Member Services committee is working with Training and Development to find ways to offer snippets of webinars over social media as a benefit to members. The committee is also exploring offering a subscription to Canadian Press one more time.

Leah Morrigan offered to contact volunteers directly to do specific volunteer tasks rather than the email blasts coming from the national office.

The Volunteer Management Committee chair is stepping down and the committee needs a new chair. Leah Morrigan will post the volunteer position

i. Look into member access to Oxford Canadian English Dictionary

When Editors Canada announced it had arranged with Oxford University Press to provide the Oxford reference publications to Editors Canada members free of charge, one member said it would be nice to have access to the Canadian Oxford Dictionary online. NEC directors believed this is part of the new Oxford premium online feature. The committee will confirm this.

d. Certification

A test of the new online certification software didn't go well. Uxpertise has been asked to upgrade their website site. The platform appeared to not yet be ready.

i. Standards committee

The committee worked through the Fundamentals sections and assigned work to committee members to write the content. They are considering asking someone versed in policy writing to put the content into policy language. The committee may also decide against this route.

The co-chair and two committee members left the committee recently, and three new volunteers have already been recruited.

e. Webinars/Training and Development committee

The call for proposals for new webinars ended Oct. 31. The committee has reviewed all 15 proposals and will accept all. The committee has begun to talk with Adebe DeRango-Adem about webinars related to equity, diversity and inclusion. A new volunteer will help with marketing webinars.

f. Career Builder committee

The Career Builder committee is losing some volunteers. The committee will contact the Volunteer committee for help in finding replacements.

g. Student Relations committee

The committee is doing well. Their recent Zoom book club meeting with Carol Fisher Saller went well. The committee is updating its website page.

h. Website task force

The task force is making progress; the website inventory is nearly complete. A member survey is being translated. The survey will ask what people would like to see on the new site. This committee also lost members, and will ask in the December newsletter for volunteers.

i. MarComm committee

MarComm has new committee members, including a new chair who was previously a committee member. She found three volunteers to join the committee and take up new projects. The Google ads project and LinkedIn strategy are underway, but the committee is looking for volunteer with greater expertise. If budget approved, the committee will begin working on a new promo video. The committee is supporting a couple of committees with comms support. They are centralizing their activities to be efficient and effective.

j. Mentorship committee

The Mentorship committee has no update. The chair has posted notices in the newsletter to find mentors; this appears to have been a successful strategy. The committee is also looking for some new members.

11. Branches and twigs

Anne Godlewski reported that she held two national meetings this fall with branch and twig leaders. Nearly every branch and twig sent a representative. Some groups are questioning the value of a local group with so many people meeting online and online learning so widely available. There are resources online about the value of a local twig.

12. Conference

The conference volunteers are doing a lot of work. An event management company will help with the hybrid event. The conference could still end up becoming a fully virtual conference.

During the francophone event, Editors Canada staff learned a lot about virtual conferences and streaming, and will be supportive of the 2022 conference.

13. Next meeting

- a. January 2022 (date TBD)
- b. Q1 reports will be due at the March meeting (date TBD)

14. Adjournment

MOVED BY Leah Morrigan
SECONDED BY Anne Godlewski
that the meeting adjourn.

Carried. Unanimous.

a. In camera sessions

MOVED BY Heather Buzila
SECONDED BY Anne Godlewski
that the meeting go in camera.
Carried

MOVED BY Heather Buzila
SECONDED BY Anne Godlewski
that the meeting go out of camera.
Carried

Appendix A – Agenda

1. Call to order
2. Approval of agenda
3. Dictionary project
4. Budget update
5. Kingston twig (Stephanie Stone attending)
6. Review of outstanding action items from previous meetings
7. Break
8. Reports and requests
 - a. Director reports
 - b. Committee/task force reports
9. Implementing the equity, diversity, and inclusion (EDI) task force recommendations
 - a. Implementation spreadsheet
 - b. Discussion on ideas for starting implementation
10. Update on ongoing projects
 - a. Publishing committee
 - b. Insurance task force
 - c. Member services/Volunteer management committees
 - i. Look into member access to Oxford Canadian English Dictionary
 - d. Certification
 - e. Standards committee
 - f. Webinars/Training and development committee
 - g. Career Builder committee
 - h. Student relations committee
 - i. Website task force
 - j. MarComm committee
 - k. Mentorship committee
11. Branches and twigs
12. Conference
13. Next meeting
 - a. January 2022
 - b. Q1 reports will be due at the March meeting
14. Adjournment

Appendix B—Action items

Action Items, Past Meetings

	Action Item	Person (s) Responsible	Previous Status	NEW STATUS
1.	Leah Morrigan to look at adding an EDI tab to the Volunteer Connect spreadsheet. Sept. 19, 2021	Leah Morrigan	in progress	In progress
2.	Anne and Breanne to look at branch/twig websites/blogs/editors lists as the website task force continues its work. Sept. 19, 2021	Anne Godlewski / Breanne MacDonald	will be ongoing Update?	In progress
3.	Natasha Bood to find someone to sublet the Editors Canada office space in Toronto. June 27, 2021	Natasha Bood	In progress Leah helped connect me to a broker. It's too small of a space for him to be interested in taking on as a listing, but he is going to connect me with a couple of less established brokers who might be interested...to be continued!	In progress
4.	Heather Buzila to continue work on the project to index NEC and AGM minutes. June 27, 2021	Heather Buzila	Index still in progress(?)	In progress. Indexer working on it.
5.	Heather Buzila to look at how to develop a new strategic plan. June 27, 2021	Heather Buzila	In progress	In progress
6.	For Suzanne Bowness to contact Sylvie Collin for list of terms for blog post tags. April 25, 2021	Suzanne Bowness	In progress	In progress
7.	Suzanne Bowness to look at existing crisis comms guidance and assess and revitalize it, working with Michelle Ou. April 25, 2021	Suzanne Bowness	In progress	In progress

Action Items, On Hold

	Action Item	Person (s) Responsible	Status
8.	For Błażej Szpakowicz to check with Caitlin Stewart about the French webinar site. April 25, 2021	Błażej Szpakowicz	On hold until new website work
9.	Heather Buzila and Breanne MacDonald to discuss a reduced ODE fee for transitional members once the website task force is looking in the ODE. April 25, 2021	Heather Buzila	On hold until new website work
10.	Natasha Bood to email branches about importance of collecting HST.	Natasha Bood	On hold Natasha to discuss with bookkeepers.
11.	Anne Brennan to set up Zoom meeting with Breanne MacDonald and Greg Ioannou to talk about distributing ELAP as an ebook.	Anne Brennan	On hold
12.	Greg Ioannou to ask Tamra Ross about having the student affiliate status on the ODE and also to change the Aboriginal to Indigenous.	Greg Ioannou	On hold
13.	Natasha Bood to develop "Member since XXXX" badges for each year that the organization has existed so that members can self-select their own.	Natasha Bood	On hold. Very low on the priority list.
14.	Natasha Bood to look into the possibility of partnering with a French dictionary.	Natasha Bood	On hold until English dictionary is published/launched
15.	Natasha Bood to investigate the possibility of a mini-conference put on by branches and twigs, supported by national office.	Natasha Bood	On hold
16.	NEC to review each year the list of possible trademarks to apply for.	NEC Directors	On hold until March, 2020.
17.	Gael Spivak and Natasha Bood to work on a governance poster to show incoming branch and twig coordinators what their responsibilities are and how communications work among various parts of the organization (on hold until more time).	Gael Spivak Natasha Bood	On hold. John Y started; too many other priorities.
18.	Natasha Bood to talk to Editors Toronto about partnering on professional development events.	Natasha Bood	On hold
19.	Sue Bowness to develop and test some calls to action and taglines for the dictionary project.	Sue Bowness	On hold until dictionary project is

			up and running again.
20.	NEC to review the idea of a 10% discount for a two-year renewal after reviewing the relevant discussion in minutes of 2019 Q1, March.	NEC Directors	On hold
21.	Heather Buzila to contact Michelle Ou about setting up a new email address so that Editors Québec can gradually stop using the email address from QAC.	Heather Buzila	On hold Sylvie Collin wants to discuss this with her branch exec first. June 17: Still nothing from Sylvie.
22.	Editors Canada president to contact presidents of organizations with whom Editors Canada has partnerships.	Heather Buzila	On hold until new president takes office.
23.	Greg Ioannou to contact Tamra Ross about Drupal and our website.	Greg Ioannou	On hold. It will have budget impact.
24.	Michelle Waitzman to talk to Breanne MacDonald (conference chair) and Heather Ross to discuss including membership fees at the conference.	Michelle Waitzman Heather Ross	On hold until 2021 conference. Not being pursued this year. Heather R investigating several options.

Action Items, Done

	Action Item	Person (s) Responsible	Status
25.	Heather Buzila to look into Certification policy and process to see if who audits exam marks is listed and who has to vote on changing it. Sept. 19, 2021	Heather Buzila	DONE
26.	Heather Buzila to talk with Michelle Ou about communications about the difference between ELAP and text preparation guides. Sept. 19, 2021	Heather Buzila	DONE
27.	Heather Buzila to look into past NEC minutes about student critiques of ELAP and to connect with Arija Berzitis about what she found. Sept. 19, 2021	Heather Buzila	DONE
28.	Heather Buzila to ask incoming secretary to let Mentorship committee know that they can use Volunteer Connect documents and advertise for volunteers in enews and on the members-only Facebook page. In general, the committee	Heather Buzila Marcia Allyn Luke	DONE

	chairs find volunteers for committees. June 27, 2021		
29.	Heather Buzila to talk with incoming secretary to talk about ways to support the Mentorship Committee. June 27, 2021	Heather Buzila Marcia Allyn Luke	DONE
30.	Heather Buzila and Natasha Bood to look into another Heritage Canada grant for the agrément program. Need to start this work by September or October. April 25, 2021	Heather Buzila	DONE
31.	Natasha Bood to talk about possible Heritage Canada grant applications for May. Jan. 17, 2021	Natasha Bood	DONE
32.	Marcia Allyn Luke to deal with mentorship issues as follows: - change the communications (that is, separate call for mentees from call for mentors) - clarify the requirements for mentees consistent (members/student affiliates) - find proposal from Carolyn Brown, examine it to see if changes necessary, and if so, bring a recommendation for changes to the NEC for review.	Marcia Allyn Luke	DONE

Appendix C—Director Reports

Contents

President (and Past President): Heather Buzila	3
Vice-President: Maria Frank.....	4
Treasurer: Breanne MacDonald	5
Secretary: Marcia Luke	6
Director of Branches and Twigs: Anne Godlewski.....	7
Director of Marketing and Communications: Suzanne (Sue) Bowness.....	8
Director of Professional Standards: Arija Berzitis	9
Director of Publications: Kaitlin Littlechild	10
Director of Training & Development: Błażej Szpakowicz.....	11
Director of Volunteer Services: Leah Morrigan	12

President (and Past President): Heather Buzila

1. Quarterly report to national executive council for meeting of November 21, 2021

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)

- Career Builder Committee
- Student Relations Committee
- HR Committee
- Francophone Adviser
- EDI Adviser

2. Note successes, accomplishments and challenges from the past quarter

- Scheduled and ran the first few NEC meetings of the year, including inviting branches and twigs to attend meetings
- Updated the org chart for the website
- Started and contributed to NEC discussions over email and tried to increase director engagement
- Supported directors as needed

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)

- Finish updating/publishing the Certification Procedures, Public Health Policy and Guidelines, and Membership Fee Relief Policy and Guidelines
- Work with the vice president on beginning to implement the EDI Task Force recommendations
- Look into the creation of a new strategic plan
- Continue preparing the vice president to take over the president role next year
- Support directors as needed

4. Your own requests or questions for the national executive council (not your committees'

2. requests, which are in their reports

- None

Vice-President: Maria Frank

3. Quarterly report to national executive council for meeting of November 21, 2021 / Rapport

4. trimestriel en vue de la réunion du conseil d'administration national du 21 novembre 2021

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui serapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)

- Awards coordinator

2. Note successes, accomplishments and challenges from the past quarter

- Provided support to the president and awards coordinator as needed

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur oudirectrice et non pas les priorités de vos comités ou régions)

- Continue to support the president as needed
 - In particular, this will surround the project of moving forward with the EDI recommendations
- Continue to support the awards coordinator as needed

4. Your own requests or questions for the national executive council (not your committees'requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)

- None at this time

Treasurer: Breanne MacDonald

5. Quarterly report to national executive council for meeting of November 21, 2021 / Rapport

6. trimestriel en vue de la réunion du conseil d'administration national du 21 novembre 2021

- 1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui serapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)**
 - Website taskforce
- 2. Note successes, accomplishments and challenges from the past quarter**
 - Continued to approve payments via Plooto.
 - Completed paperwork needed to become a signing officer for the association.
 - With the executive director, put together the 2022 budget and held a finance subcommittee meeting to discuss it.
 - As conference advisor, continued to advise conference committee for the 2022 conference.
 - Put together the 2022 conference budget and solicited event management quotes.
 - Continued to advise the website taskforce.
- 3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)**
 - Finalize the 2022 budget and have it approved by the NEC.
 - Continue to support the 2022 conference.
 - Continue to support the website taskforce.
- 4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)**
 - None at this time.

Secretary: Marcia Luke

7. Quarterly report to national executive council for meeting of November 21, 2021.

1. List the groups or individuals that report through you / Énumérez les groupes ou les individus qui se rapportent à vous

- Conference committee
- Mentoring committee

2. Note successes, accomplishments and challenges from the past quarter

- Passing and tracking motions for the 2021-2022 year
- Requested and Compiled Q4 Reports
- Prepared list of requests for Q4 Meeting
- Updated Action Items in preparation for the Q4 Meeting
- Coordinating the approval of past meeting minutes and having these posted on the website
- Connecting with and passed information along to the mentoring committee
- Interviewed one candidate for the recording secretary position

3. State priorities for the next quarter / Priorités pour le prochain trimestre

- Finding a new recording secretary

4. Your own requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national

- If anyone has a lead for the recording secretary position, would they please reach out to me. Thank you!

9. Quarterly report to national executive council for meeting of November 21, 2021

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui vous rapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)

- All branches and twigs

2. Note successes, accomplishments and challenges from the past quarter

- Updated report template and request emails for branch and twig Q3 report
- Hosted two meetings, which were attended by chairs from Editors Atlantic, Barrie, BC, Calgary, Kingston, KWG, Manitoba, Ottawa-Gatineau, Quebec, Toronto (missing: Edmonton, Hamilton-Halton, Saskatchewan)

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities) / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- Continue updating branch and twig toolkits
- Revise report templates and request emails for committee and adviser quarterly reports for consistency with revised branch and twig reports
- Communicate reminders and updates to chairs regularly and answer questions promptly
- Schedule Zoom meetings for chairs for next two quarters
- Attend branch and twig meetings when possible

4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports) / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports)

- [Passing on this message from a recent all-chairs meeting] One branch chair said that there continue to be complaints about needing to pay an additional fee for a listing in the ODE; members wish this were a benefit of membership, especially given the high cost of membership

Director of Marketing and Communications: Suzanne (Sue) Bowness

10. Quarterly report to national executive council for meeting of November 21, 2021 (Q4)

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)

- Communications and marketing committee (Merel Elsinga)
- Editors' Weekly blog (Lucy Payette)
- Surveys (Susan Chambers)

2. Note successes, accomplishments and challenges from the past quarter

- I have identified and helped establish a new Marcom committee chair after Jillian Reiten stepped down, and worked with her to reach out for volunteers
- Attended monthly MarCom meetings, liaised with board
- I have invited NEC to connect with me about Marcom needs on their committees, and connected committees reaching out with Marcom
- I launched a new intake form to help committees think earlier about Marcom so that the committee can be more efficient in helping with their outreach
- I continue to liaise with the blog and serve on exec read subcommittee, connected the blog volunteers with the Marcom committee for greater possible collaboration

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)

- Continue review of big picture comms including crisis comms and social media, to create how-to guides that will promote greater continuity on Marcom and greater consistency in terms of outreach to committees for intake and also for those that want to do their own comms (follow-up on first step of intake form)
- Develop a subsequent Editor promotion campaign
- Continue to support Marcom committee as it moves ahead with new ideas (Google Adwords, LinkedIn page renewal, library/schools outreach)
- Revisit and provide interim update to current Communications Strategy document until next Strategic plan can be created

4. Requests or questions for the national executive council

- Nothing at this time.

11. Quarterly report to national executive council for meeting of November 21, 2021 (Q4)

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)

- Standards Committee (Berna Ozunol)
- Certification Steering Committee (Vicky Bell and Jaime Miller (co-chairs))

2. Note successes, accomplishments and challenges from the past quarter

- Three new volunteers were added to the Standards Committee (with the help of Volunteers Director Leah Morrigan), because of loss of Co-chair and a few others from this committee
- Unfortunately, Uxpertise is not ready for the live tests in November 20 but should have glitches ironed out for next year (I opted out of taking the proofreading test for this reason)
- Standards is working on Fundamentals of Editing section, with pieces parcelled out for content writing to individual committee members

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)

- When we reviewed the Structural Editing section of the PES, we realized it would not be as gruelling to rewrite as the Fundamentals, which covers much more ground. So when Fundamentals is pinned down more fully, the remaining three sections should be easier to tackle
- My goal is to continue as support for both committees, which is my main priority. For example, I was instrumental in contacting the Volunteer Director Leah Morrigan for names of potential volunteers for vacant positions on Standards.

4. Requests or questions for the national executive council

- Nothing at this time.

12. Quarterly report to national executive council for meeting of November 21, 2021.

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui serapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)

- Publications committee
- Diversity handbook subcommittee

2. Note successes, accomplishments and challenges from the past quarter

- Identified and solved a problem with the ELAP: Proofreading resource
- Attended Publications committee and Diversity Handbook sub-committee meetings
- Worked with committee and sub-committee to brainstorm possible resolutions for problems with sourcing volunteer writers and reviewers for *ELAP: Structural Editing* and the diversity handbook
- Identified a problem with marketing *ELAP: Proofreading* in terms of confusion over versions of resource. Worked with the Publications committee to understand the issue and find a solution

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities / Priorités pour le prochain trimestre (vos priorités à titre de directeur ou directrice et non pas les priorités de vos comités ou régions)

- Assist both the committee and subcommittee in sourcing volunteers needed to further both resources
- Review writing for the diversity handbook and prepare to write the introduction
- Support the Publications committee and diversity handbook subcommittee in their work to get both resources closer to completion

4. Your own requests or questions for the national executive council (not your committees' requests, which are in their reports / Demandes ou questions pour le conseil d'administration national (pas celles de vos comités, car elles sont dans leurs rapports) Nothing at this time.

13. Quarterly report to national executive council for meeting of November 21, 2021

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs)

- Training & Development Committee (Greg Ioannou and Miriam Bergeret, co-chairs)

2. Note successes, accomplishments and challenges from the past quarter

- Liaised regularly with committee co-chairs and with T&D Manager Caitlin Stewart.
- Attended November committee meeting to respond to webinar proposals, discuss potential roles for new committee members, address marketing and sale questions, and generally decide on the plan for the webinar program over the next year.

3. State priorities for the next quarter (your priorities as director, not your committees' or region's priorities)

- We've reached out to Editors Canada EDI advisor Adebe DeRango-Adem. The main priority for the next quarter, once we hear back from her, is to arrange a meeting to discuss practical ways to improve EDI-related offerings and find more diverse presenters for the webinars – we're hoping for specific names and organization to approach, and specific resources to use.
- Beyond that, I will continue to support the T&C committee as necessary.

4. Your own requests or questions for the national executive council (not your committees')

14. requests, which are in their reports)

- None at this time.

Director of Volunteer Services: Leah Morrigan

15. Quarterly report to national executive council for meeting of Q4 2021 / Rapport trimestriel en

16. vue de la réunion du conseil d'administration national du

1. List the groups or individuals that report through you (committee, subcommittees, taskforces, national positions, branches, twigs) / Énumérez les groupes ou les individus qui serapportent à vous (comité, sous-comité, groupe de travail, postes au niveau national, section ou ramification)

- Volunteer Management Committee (Monica Laane-Fralick)
- Member Services Committee (Kathryn Willms)
- Insurance Task Force (Susan Turner)

2. Note successes, accomplishments and challenges from the past quarter

17. Status update on any activities you, as director, want to accomplish, outside of supporting your committee(s) / Mise à jour des activités que vous, à titre de directeur ou directrice, voulez accomplir en dehors du soutien que vous offrez à vos comités.

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	See page 8 of the strategic plan. / Voir page 8 du Plan stratégique.	<ul style="list-style-type: none">• See page 8 of the strategic plan. / Voir page 8 du Plan stratégique.	<ul style="list-style-type: none">• I continue to tell people about the organization and my position in it.

<p>Bilingual and Diverse / Bilinguisme et diversité</p>	<p>See page 9 of the strategic plan. / Voir page 9 du Plan stratégique.</p>	<ul style="list-style-type: none"> • See page 9 of the strategic plan. / Voir page 9 du Plan stratégique. 	<ul style="list-style-type: none"> • My committees continue to work with translation when something has to go out to membership (i.e., Member Services welcome letters). • Get the EDI tab on VolunteerConnect sorted – the EDI committee has disbanded and the EDI context should be clarified – i.e., does it have its own jobs/volunteer positions?
			<p>/ Will the committee regroup? What is involved there? / We are looking for a VolunteerConnect volunteer who may be able to handle this portion of the spreadsheet. Looking for feedback/direction here.</p>
<p>Innovative and Agile / Innovation et agilité</p>	<p>See page 10 of the strategic plan. / Voir page 10 du Plan stratégique.</p>	<ul style="list-style-type: none"> • See page 10 of the strategic plan. / Voir page 10 du Plan stratégique. 	<ul style="list-style-type: none"> •
<p>Communications and Marketing / Communication et marketing</p>	<p>See page 11 of the strategic plan. / Voir page 11 du Plan stratégique.</p>	<ul style="list-style-type: none"> • See page 11 of the strategic plan. / Voir page 11 du Plan stratégique 	<ul style="list-style-type: none"> • The conversation around a common member communication platform continues. The current choices are: <ol style="list-style-type: none"> 1. Reviving the email listserve 2. Slack 3. Facebook <p>Nancy Wills, the former listserve monitor sent an email Nov 15, saying listserve is being resurrected as a Google Group sometime soon? I am not aware of this.</p> <ul style="list-style-type: none"> • Member Services is working with Training and Development to come up with a way to offer snippets of webinars over social media as a value-add to members.

<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>See page 12 of the strategic plan. / Voir page 12 du Plan stratégique.</p>	<ul style="list-style-type: none"> ● See page 12 of the strategic plan. / Voir page 12 du Plan stratégique. 	<ul style="list-style-type: none"> ● CP subscription option being explored one last time with CP (Member Svcs). ● I am on top of new EC volunteers and communicate with them in a timely fashion. I receive several emails from new volunteers each week and keep track of their contact info for email volunteer positions. ● I have changed the second email that goes out to confirmed volunteers, telling them that it is best to be
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			<p>proactive when looking for volunteer positions (I believe that many of them think that we're going to be catering volunteer jobs to them), and tell them to keep their eye on VolunteerConnect.</p> <ul style="list-style-type: none"> ● As I have found since the beginning of my Director position, directly reaching out to volunteers to tell them about volunteer jobs seems to be a good way of recruiting. This was seen when Member Services needed people to help with the Flickr project. I will be sending out another email this week, looking for a new Chair for Volunteer Management, as Monica Laane-Fralick is stepping down.
Member Services	Insurance		<ul style="list-style-type: none"> ● The Task Force is experiencing "significant challenges" around offering insurance to EC members. They continue to slog through but find roadblocks in the form of costs of premiums, types of insurance offered, and broad variance in member demographics.

Appendix D—Committee and Task Force Reports

Contents

Career Builder Committee – Lynne Melcombe	3
Certification Steering Committee - Vicky Bell and Jaime Miller (co-chairs)	5
Conference Committee, Breanne MacDonald.....	7
Marketing and Communications Committee - Merel Elsinga.....	8
Member Services – Kathryn Willms	10
Publications Committee.....	12
Standards Committee - Berna Ozunal	14
Student Relations Committee - Becky Noelle.....	15
The Editors’ Weekly - Lucy Payette	19
Website Task Force / Groupe de Travaile sur le site Web - Julie Kay-Wallace	21

Career Builder Committee – Lynne Melcombe

Quarterly report to national executive council for meeting of / Rapport trimestriel en vue de la réunion du conseil d'administration national du

1. Status update on actions from your committee plan for the year / Mise à jour du plan

18. d'activité de votre comité pour l'année

Strategic Priority / Priorité stratégique	Outcome(in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) /Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub for representing editors and for employers to find editors	<ul style="list-style-type: none"> ● Blog posts on making most of ODE listing ● Build Find Work section for new website ● Publish quarterly committee newsletter 	<ul style="list-style-type: none"> ● Received go-ahead from Lucy Payette ● Attended Website Taskforce meeting ● Newsletter on hold
Bilingual and Diverse / Bilinguisme et diversité	Broaden appeal to all types of editors	<ul style="list-style-type: none"> ● Survey needs of in-house editors ● Support creation of academic editing community of practice 	<ul style="list-style-type: none"> ● Survey reviewed by NEC, changes implemented, sent for translation ● Mostly in hands of Leticia Henville
Innovative and Agile / Innovation et agilité	Try new things; don't fear failure; get things done	<ul style="list-style-type: none"> ● Narrowed focus of activities to networking, skills building, portfolio building ● Main focus for 2021-22 on improving existing networking opportunities and building new ones ● Main for 2022-23 to be portfolio building 	<ul style="list-style-type: none"> ● Recent decision that focus is still too broad ● Pivot to narrow focus of activities to Finding Work page of website, to connect members with jobs—how to prepare for them, where to find them

Communications and Marketing / Communication et marketing	Members feel consulted and well informed about committee's activities Communications reach potential members,	<ul style="list-style-type: none"> Created survey of in-house editors Create quick polls on career resources and networking opportunities Quarterly Career Builder newsletter to highlight new and existing resources and quick polls 	<ul style="list-style-type: none"> Finalized with NEC, sent for translation Members surveyed-out, put quick polls on hold Put newsletter on hold Put LinkedIn plan on hold because we lost members from this committee and marcomm committee
	clients/employers	<ul style="list-style-type: none"> Coordinate with Marcomm committee to revitalize EC's presence on LinkedIn 	who were leading this; we have someone who will take over, which they will do in January
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Engage with members on social media and who participate in peer support	<ul style="list-style-type: none"> Reach out to branches, twigs, and Vine to improve and publicize opportunities for networking Develop EC networking calendar to be highlighted in newsletter and website hub Establish communities of practice, beginning with academic CoP 	<ul style="list-style-type: none"> Lost person who was leading this; we have someone who will take over, which they will do with Vine presentation in January Calendar on hold because quarterly newsletter is on hold Academic editing CoP in hands of Leticia Henville? Other CoP on hold for now

2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Begin writing blog posts on optimizing use of ODE
- Review inventory of content to clarify what's good to link to from Finding Word hub, what could be added/deleted/updated
- Publish In-House Editor survey in January national newsletter, and tabulate results
- Return to LinkedIn plan in January, when a new member can step up to take charge of this
- Return to connecting with Vine in January, when a new member can step up to take charge of this

3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national

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4. How much money from your budget have you spent? Is everything on track? / Combien d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

- We have no budget, but hope to prove our worth and warrant a line item in future.

Planning document for the Q4 meeting of 21 November 2021

1. Status update on actions from your committee plan for the year

- Develop and administer the professional certification exams
 - We are finalizing the certification exams in Proofreading and Structural Editing, ready for exam day on 20 November 2021. We have 27 candidates registered, and a marking team in place.
 - Uxpertise outcome (remote proctoring and software-blocking platform):
 - We piloted the exams in late September, using the Uxpertise system. Uxpertise had finished developing its custom solution for us just 2 days before we ran the pilot which, unfortunately, led to several challenges. Without time to practise using Uxpertise, most pilots had trouble following the instructions (too generic and confusing), and we also experienced several issues with Word or Adobe Acrobat crashing on people's computers, which meant they couldn't complete the exam. Ultimately, we ended up asking pilots to simply upload the exams to individual Google Drive folders. This way, we did receive enough completed exams for the markers and marking analyst to familiarize themselves with the exam and marking process in advance of the "real" exam in November.
 - In mid-October, after Uxpertise had done more work on the system and we reworked the instructions to be clearer, more user friendly and more customized to Editors Canada, we ran another round of testing. This time, committee members "kicked the tyres" of the system. It was a little more successful, but again, we had only a 50% success rate in terms of people being able to work through the logon, remote proctoring and file upload processes.
 - After a crisis meeting and much discussion, we have reluctantly come to the conclusion that the Uxpertise system is not ready for use this year — we are concerned that using it may lead to too many issues for candidates on exam day, and ultimately we may even risk damaging the reputation of the certification program and possibly even Editors Canada. We discussed this with Uxpertise, which will continue to refine the platform, and plan to try again next year. We will start the testing much earlier and plan to host training for candidates well in advance, to ensure their systems are ready for the Uxpertise platform.
 - For the 2021 administration of the exam, we will run Part A (the multiple-choice and matching questions section) of the exam via ProProfs, which is secure online testing software that we are using for the Foundational Skills Test. Part B, the editing passage, will be delivered to candidates via secured, individual Google Drive folders.
- Given all this, a key priority in the coming 2 weeks is to communicate the change in process to candidates and markers, and make sure they are setup and comfortable with the new process. We have already contacted them to inform them of the change of plan; next step will be to send detailed instructions. Foundational Skills

Test program: The questions for the Foundational Skills Test have been finalized and approved, and the program is ready to launch. We're about to meet with the Editors Canada MarCom committee to work on communicating the launch.

- Credential maintenance: After a lot of hard work by the office and committee members to reconcile databases and automate payment, a communication went out from the office to certified editors, asking for their credential maintenance fees and supporting documentation.
- File storage: The CSC has now moved its files off Sync (our previous file storage platform) and into Google Drive, and cancelled its Sync account.

2. Priorities for the next quarter

- Foundational Skills Testing: Launching this program is a key priority. We believe it will be a good source of revenue for Editors Canada, and provide a significant stepping-off qualification for newer editors.
- Certification exams: Marking of the "real exams" will begin in late November.
- Copy-Editing addendum: We will begin prepping an addendum for the Copy-Editing *Test Prep Guide* in anticipation of the 2022 administration of the Copy-Editing exam.
- Uxpertise: We will begin testing again on Uxpertise, and work with the company to make the process as smooth and foolproof as possible for the 2022 administration.

3. Requests or questions for the national executive council

- N/A

4. How much money from your budget have you spent? Is everything on track?

- As mentioned in the Q3 report, we had an unforeseen expenditure of \$4,000 for Uxpertise this year. On the bright side, by not using Uxpertise for the exams in November, we will save on per-user fees. We are also saving on venue rentals, by offering the exam remote only (via ProProfs and Google Drive). Other than that, our spending so far is as follows:
 - Honoraria: \$6,000
 - Graphic design: \$1,000
 - ProProfs: \$1,000
 - Auditor: \$1,000

**Quarterly report to national executive council for meeting of November 21, 2021/
Rapport trimestriel en vue de la réunion du conseil d'administration national du 21
novembre 2021**

1. Status update on actions from your committee plan for the year / Mise à jour du plan

19. d'activité de votre comité pour l'année

- Recruited committee members and assigned roles
- Started to brainstorm conference themes and potential keynotes
- Solicited quotes for event management services
- Finalized 2022 conference budget

2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Finalize theme and streams
- Send out call for speaker proposals
- Start approaching potential keynote speakers
- Choose event management company and renew PhreedLoop contract

3. Requests or questions for the national executive council / Demandes ou questions pour le

20. conseil d'administration national

- None at this time

**4. How much money from your budget have you spent? Is everything on track? /
Combien**

21. d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

- Nothing so far; PhreedLoop will need to be renewed in December.

Quarterly report to national executive council for meeting of November 2021

1. Status update on actions from your committee plan for the year

- a. Our main effort continues to be increasing the value of the committee. To achieve this, we continue to focus on liaising with other committees; working to establish the committee as a resource for the association, committees, and branches; and trying to improve consistency of our efforts and messaging. This work will be ongoing until the committee is thought of across the association whenever a message needs to be broadcast, whether it be internally or externally.
- b. We had a sudden outflux of three committee members for either personal reasons or due to transitioning to another committee. Our first priority is to build a team with new committee members. The progress on all the following points depends on that.
- c. We continue to study the analytics from the Hire an Editor social media campaign to give us an idea of where to take things next (i.e., whether we run another campaign in the future or zero in on a specific message or audience).
- d. The Google AdGrants project is ongoing, although at a slower pace than expected due to overload of some of the project members. The committee members working on the project are building the initial ad campaigns, which takes a bit more effort upfront to become familiar with the interface and program. For now, the strategy will focus primarily on building the membership. Depending on the success of the campaign, we may expand the marketing to promote hiring professional editors and other goals.
- e. The LinkedIn proposal was approved last quarter. A representative from MarComm and a representative from the Career Builder committee, along with the EC Senior Communications Manager, have been working together to plan out making the updates to optimize EC's LinkedIn profile. We weren't able to make as much progress as we had hoped over the fall, so we expect to continue in the winter.
- f. The plan to conduct outreach with libraries and post-secondary institutions continues, to promote editing as a trade, the work that editors do, and the association. A proposal has been put to the NEC this fall.
- g. The Certification Steering committee (CSC) has asked MarComm for assistance to develop a marketing framework for their Foundational Skills Testing program. We will appoint a MarCom member to that task.
- h. The Publications committee has asked for advice on promoting their recent publication *Edit Like a Pro (ELAP): Proofreading*. A MarComm member will liaise with the Publications committee to provide advice.

2. Priorities for the next quarter

- Continue with establishing the value of MarComm
- Build a Google AdGrants campaign

- Initial updates to the LinkedIn profile
- Continue to plan for NEC approval for outreach with libraries and post-secondary institutions
- Help CSC develop marketing framework for Foundational Skills Testing Program
- Assist Publications committee in promoting their *ELAP: Proofreading* publication

3. Requests or questions for the national executive council

4. **How much money from your budget have you spent? Is everything on track?** No money spent. We have requested \$1,500 to hire a professional video editor to create a 4-minute video for the outreach project (under f).

Member Services – Kathryn Willms

**Quarterly report to national executive council for meeting of November 21, 2021 /
Rapport trimestriel en vue de la réunion du conseil d'administration national du**

**1. Status update on actions from your committee plan for the year / Mise à jour du plan
22. d'activité de votre comité pour l'année**

Strategic Priority / Priorité stratégique	Outcome(in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) /Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the authority on editing: certification, standards, training.	<ul style="list-style-type: none"> Encourage members to provide content. 	<ul style="list-style-type: none"> Working with Training and Development to come up with a way to offer snippets of webinars over social media.
Bilingual and Diverse / Bilinguisme et diversité	Have a better balance of services for francophone members.	<ul style="list-style-type: none"> Provide references in French. 	<ul style="list-style-type: none"> Worked with translation group to adapt the references section in the Welcome Kit for a bilingual audience. The translation group rewrote some text to make it gender neutral. Just got it back from the Translation group.

Innovative and Agile / Innovation et agilité	Innovative.	<ul style="list-style-type: none"> Work to change the culture to one of “How can we do this?” Build this into our thinking. 	<ul style="list-style-type: none"> Revised the welcome new member emails to chunk information. This means members learn about their member benefits over a period of time rather than all at once. [approved by executive council: in translation]
Communications and Marketing / Communication et marketing	Members have effective communication channels among themselves.	<ul style="list-style-type: none"> Use social media better 	<ul style="list-style-type: none"> Working with Marketing and Communication to ask survey questions about if there are any other services we could be providing/ investigating
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	Contribute to a publication.	<ul style="list-style-type: none"> Create a welcome package with more on member benefits, including volunteering 	<ul style="list-style-type: none"> Did research on Oxford Premium subscription, which has now been approved by NEC and is about to be announced. CP subscription option being explored one last time with CP. Spearheaded photo caption transfer as photos were moved from Flickr to Google Photos.

2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Close out investigation into CP survey
- Launch revised welcome emails
- Publish updated Welcome Kit in English & French
- Add member services survey questions to existing surveys
- Work with Training group about possibility of offering snippets of webinars to add value to members
- Recruit new members to the committee

3. Requests or questions for the national executive council / Demandes ou questions pour le

23. conseil d'administration national

- n/a

4. How much money from your budget have you spent? Is everything on track? / Combien

24. d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

- n/a

Publications Committee

Kaitlin Littlechild (Director), Paula Chiarcos (Co-chair), Josephine Mo (Co-chair), Jona RhicaMejico (Subcommittee Co-chair)

Quarterly report to national executive council for meeting of November 21 /
Rapport trimestriel en vue de la réunion du conseil d'administration national du 21
Novembre

1. Status update on actions from your committee plan for the year / Mise à jour du plan
25. d'activité de votre comité pour l'année

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	<ul style="list-style-type: none"> ● Become the authority on editing: certification, standards, training. ● Support equity, diversity, and inclusion initiatives. 	<ul style="list-style-type: none"> ● Continue marketing <i>Edit Like a Pro: Proofreading</i> ● Resume the work on <i>Edit Like a Pro: Structural Editing</i> ● Continue work on the diversity and inclusion handbook 	<ul style="list-style-type: none"> ● Requested support from and shared marketing plan with marketing team for <i>Edit Like a Pro: Proofreading</i> ● Continued work on the diversity handbook. We hold handbook committee meetings every 6 weeks

Bilingual and Diverse / Bilinguisme et diversité	<ul style="list-style-type: none"> • Broaden reach geographically, with more local groups and more online benefits for remote groups. • Broaden appeal to all types of editors. • Offer services to English and French editors outside of Canada. 	<ul style="list-style-type: none"> • Expand student outreach for committee membership • Translate the handbook into French 	<ul style="list-style-type: none"> • We now have a bilingual volunteer who has agreed to assist with translation of our handbook project into French.
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Innovative and Agile / Innovation et agilité	Get things done.	<ul style="list-style-type: none"> • The publications committee will meet monthly • The handbook committee will meet every 6–8 weeks 	<ul style="list-style-type: none"> • We hold publications committee meetings every 4 weeks to review goals and support each other's projects.
Communications and Marketing / Communication et marketing			
Membership: Increased and Engaged / Membres plus nombreux et plus actifs	<p>Increased membership.</p> <p>Engage members.</p> <ul style="list-style-type: none"> • Volunteer. • Go to meetings. <p>Interact on social media.</p>	<ul style="list-style-type: none"> • Recruit student affiliates and regular members through marketing of <i>Edit Like a Pro: Proofreading</i> • Reach out to the non-engaged; ask for their help/contributions for projects 	<ul style="list-style-type: none"> • We continue to recruit volunteers for our projects.

2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Writing the handbook.
- Promoting *Edit Like a Pro: Proofreading*
- Resuming the work on *Edit Like a Pro: Structural Editing*

3. Requests or questions for the national executive council / Demandes ou questions pour le

26. conseil d'administration national

None

4. How much money from your budget have you spent? Is everything on track? /
Combien

27. d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

None

**Quarterly report to national executive council for meeting of November 21, 2021/
Rapport trimestriel en vue de la réunion du conseil d'administration national du 21
novembre 2021**

**1. Status update on actions from your committee plan for the year / Mise à jour des
activités**

28. planifiées par votre comité pour l'année

• Movement forward with the committee's priorities

- Unfortunately, we lost a co-chair and two members, but fortunately, we gained three new members
- The remaining chair held two separate orientation meetings for new volunteers, on Oct. 24 and Nov. 2
- We're restructuring Fundamentals by topic — we are almost through Intro, Fundamentals, and Structural Editing
- We meet once a month for 90 minutes; we missed a meeting in Oct. but momentum is picking up; our plan is to finalize the new proposed PES for NEC review by Fall 2022 if not sooner, giving enough time for member review and final revisions before presenting at 2023 AGM to vote on them

2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Will need to create a 2022 Zoom meeting schedule in coordination with the office
- Different members or pairs will work on different standards (writing standards where there were none, revising existing standards)
- We will present a revised version of the Fundamentals for NEC to review early in 2022 to preview our proposed revisions and additions
- We want to open up a Standards Slack workspace for EC members once we have a solid first draft of the new Fundamentals in place for ideas, critical feedback, etc. (early 2022)

**3. Requests or questions for the national executive council / Demandes ou
questions pour le conseil d'administration national**

- Not related directly to standards committee, but can you please advise when Structural ELAP will be available for purchase?

**4. How much money from your budget have you spent? Is everything on track? /
Combiend'argent de votre budget avez-vous dépensé? Est-ce que tout va bien
de ce côté?**

- n/a

Student Relations Committee - Becky Noelle

Quarterly report to national executive council for meeting of November 21, 2021

1. Status update on actions from your committee plan for the year / Mise à jour du plan

29. d'activité de votre comité pour l'année

Strategic Priority / Priorité stratégique	Outcome (in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) / Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	Become the hub: the source of editors and the definitive representative of Canada's editors.	<ul style="list-style-type: none"> ● Maintain engagement in our Facebook group by providing stimulating information, encouraging discussion, and awarding periodic prizes for engaged participation. ● Invite instructors to share Editors Canada information with their students. 	<ul style="list-style-type: none"> ● Committee members posted regularly in the Facebook group (sharing useful resources and tips for students) and commented on and liked posts shared by other group members. ● We communicated with the University of Alberta Faculty of Extension about sharing Editors Canada resources with their writing and editing students.

<p>Bilingual and Diverse / Bilinguisme et diversité</p>	<p>Diverse</p> <ul style="list-style-type: none"> • Broaden reach geographically, with more online benefits for remote groups. • Broaden appeal to all types of editors. 	<ul style="list-style-type: none"> • Remind students about our list of inclusivity-related editing documents in our Facebook group. • Encourage students to add relevant resources to the list. 	<ul style="list-style-type: none"> • The inclusivity document has been pinned at the top of our Facebook group.
	<ul style="list-style-type: none"> • Offer services to English and French editors outside of Canada. 	<ul style="list-style-type: none"> • Ensure language and visuals we use when posting about student events and series are inclusive. • Host virtual student socials via Zoom to reach students across the country and internationally. 	<ul style="list-style-type: none"> • Committee members have been careful to use inclusive language in our Facebook group and virtual meetings. • We hosted a student Zoom social on Sept. 26 and have another one booked for Dec. 5. We gained a new committee member as a result of our September social.
<p>Innovative and Agile / Innovation et agilité</p>	<p>Innovative</p> <ul style="list-style-type: none"> • Try new things; don't be afraid to fail. • Come up with new courses, training, webinars. 	<ul style="list-style-type: none"> • Try out a new approach to reaching students : student book club with monthly meetings and potential author guests. • Collaborate with other committees to work cooperatively, creatively, and efficiently. 	<ul style="list-style-type: none"> • We had a successful first meeting of our book club on Oct. 3. The second meeting is booked for Nov. 7 and the author, Carol Fisher Saller, will be joining us for a Q&A. • We are collaborating with the training and development committee to coordinate the book club. • We have supported the marketing and communications committee in seeking out student editors to be featured in their upcoming marketing video.

<p>Communications and Marketing / Communication et marketing</p>	<p>Internal</p> <ul style="list-style-type: none"> • [Student affiliates] are well-informed about the association, and have an effective communication channel among themselves. 	<ul style="list-style-type: none"> • Create a safe space for students to ask questions and share resources in our Facebook group. 	<ul style="list-style-type: none"> • Working on steering the conversations in our Facebook group away from grammar-specific questions and towards resources for students. • We provided a spreadsheet where students could connect
	<p>External</p> <ul style="list-style-type: none"> • Our targeted communication activities reach potential members, clients and employers. 	<ul style="list-style-type: none"> • Invite instructors to share Editors Canada information with their students. 	<p>and create their own accountability groups with other editing students.</p> <ul style="list-style-type: none"> • Added an events calendar to the student affiliate program page, so students can easily find out what events are coming up. • Shared information with the University of Alberta about the student affiliate program. • Created a list of resources that instructors can share with students.
<p>Membership: Increased and Engaged / Membres plus nombreux et plus actifs</p>	<p>Engaged [student affiliates], who do some of the following:</p> <ul style="list-style-type: none"> • Talk about Editors Canada to others. • Go to meetings. • Interact on social media. • Help others by being a part of the community. 	<ul style="list-style-type: none"> • Ensure the student affiliate welcome package and introduction emails guide students to the Facebook group. • Encourage current student affiliates to share their positive experiences with fellow students. 	<ul style="list-style-type: none"> • We got in touch with the membership services committee in time to add a note about the student affiliate Facebook group to their update of the student affiliate introductory email. • When topics like this come up in the Facebook group, we encourage students to tell others (and provide them with the resources to do so).

2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Developing rules for our Facebook group so our purpose is clear
- Planning our next Facebook group information-sharing series
- Continuing to run book club meetings and student socials
- Creating a summary PDF of our accountability group series to share in our Facebook group so the information is easily accessible

3. Requests or questions for the national executive council / Demandes ou questions pour le

30. conseil d'administration national

None.

4. How much money from your budget have you spent? Is everything on track? / Combien

31. d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

None. Yes.

The Editors' Weekly - Lucy Payette

Quarterly report to national executive council for meeting of Nov. 21, 2021.

1. Status update on actions from your committee plan for the year / Mise à jour du plan d'activité de votre comité pour l'année

Strategic Priority / Priorité stratégique	Outcome(in the strategic plan) / Résultat (dans le Plan stratégique)	Actions (from the list in the plan or others that you have determined will meet the intended outcomes) / Mesures (à partir de la liste du plan ou d'autres actions que vous avez retenues pour atteindre vos objectifs)	Update (what you have done to advance those actions) /Mise à jour (les progrès que vous avez faits)
Represent Canada's Editors / Représenter les réviseurs du Canada	Value-added content to promote Editors Canada	<ul style="list-style-type: none"> As of Nov. 8, nine out of proposed 16 blog posts published. 	<ul style="list-style-type: none"> Search for posts and work with executive review committee to publish posts that reflect the Editors Canada brand (e.g., promoting donations to the awards program on Giving Tuesday).
Bilingual and Diverse / Bilinguisme et diversité	French blog content	<ul style="list-style-type: none"> Audit of French content List of quick wins to make content more searchable in French Engaging members with French editing/writing/WordPress skillset 	<ul style="list-style-type: none"> Initial communication with two potential members who could help advance French content on blog
Innovative and Agile / Innovation et agilité		<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Communications and Marketing / Communication et marketing		<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Membership: Increased and Engaged / Membres plus nombreux et plus actifs		<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Build out editorial calendar for 2022 and roster of regular contributors
- Improve French content on blog
- Succession planning/training for blog team

3. Requests or questions for the national executive council / Demandes ou questions pour le

32. conseil d'administration national

- Sometimes when I ask for submissions, I'm asked if we offer compensation to those who contribute to the blog, especially if it's an author who represents a marginalized community. Is this a possibility? Would like to table for discussion if possible.
- Request for support from the Equity, Diversity and Inclusion committee on related content for blog.

4. How much money from your budget have you spent? Is everything on track? / Combien

33. d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

- N/A (no budget). See no. 4 above.

Quarterly report to national executive council for meeting of / Rapport trimestriel en vue de la réunion du conseil d'administration national du

Taskforce delivery date: **November 2022**

/ Fin des travaux du groupe de travail : **novembre 2022**

1. Status update on any activities from your taskforce's plan for this year, based on your taskforce brief / Mise à jour des activités de votre groupe de travail pour cette année en vous référant au mandat de votre groupe de travail.

- Members survey translation almost finished (survey to be sent out November or December)
- Sitemap planning for new site begun
- Content porting/structuring document begun

2. Priorities for the next quarter / Priorités pour le prochain trimestre

- Content porting/structuring document work
- Members survey results to be analyzed
- Necessary features/needs for new site to be identified based on prior needs assessment and the members survey to begin the RFP process

3. Requests or questions for the national executive council / Demandes ou questions pour le conseil d'administration national

- N/A

4. How much money from your budget have you spent? Is everything on track? / Combien

34. d'argent de votre budget avez-vous dépensé? Est-ce que tout va bien de ce côté?

- N/A

Appendix E—Online Motions

Motion	Vote	Date
Moved by Marcia Allyn Luke Seconded by Heather Buzila To approve the June 27, 2021 NEC Meeting Minutes.	Carried 9 in favour	November 17, 2021